



Privacy & GDPR Policy

V1 September 2023

Adept⁺
Building + Project Consultancy

Introduction

This privacy policy explains how Adept Building Consultancy Ltd (ABCL), a commercial property company registered in England and Wales (company number 14953866) collects, uses, processes, and protects personal data.

We are committed to protecting your privacy and complying with the General Data Protection Regulation (GDPR) and other applicable data protection laws. Data Controller and Data Protection Officer ABCL is the data controller of your personal data. We have appointed a data protection officer (DPO) to oversee our data protection practices.

Personal Data We Collect

We collect the following types of personal data:

- Contact information, such as your name, address, phone number, and email address.
- Financial information, such as bank account details, credit card information, and payment history.
- Property information, such as property address, size, and specifications.
- Identity verification information, such as your passport or driving license details.
- Employment information, such as job title, company name, and contact details.
- Other information you voluntarily provide to us.

Legal Basis for Processing Personal Data

We process your personal data on the following legal bases:

- Contract: We need to process your personal data to fulfil our contractual obligations to you.
- Legitimate interests: We process your personal data for our legitimate business interests, such as to provide you with information about our services or to improve our services.
- Legal obligations: We may process your personal data to comply with legal requirements, such as tax or regulatory obligations.
- Consent: We will obtain your consent before processing your personal data in certain circumstances.

How We Use Your Personal Data

We use your personal data for the following purposes:

- Providing you with information about our services.
- Managing your account and processing transactions.
- Verifying your identity and conducting due diligence checks.
- Complying with legal obligations, such as tax or regulatory requirements.
- Improving our services and developing new ones.
- Communicating with you about your account or our services.
- Investigating and resolving disputes or complaints.
- Enforcing our terms and conditions.

Sharing Your Personal Data

We may share your personal data with the following third parties:

- Service providers, such as IT and marketing service providers, who process personal data on our behalf.
- Regulatory or government authorities, such as tax authorities, where we are required to do so by law.
- Other parties in the context of a merger, acquisition, or sale of assets.

International Transfers of Personal Data

We may transfer your personal data outside of the European Economic Area (EEA) to countries that do not have equivalent data protection laws. We will ensure that adequate safeguards are in place to protect your personal data in accordance with GDPR requirements, such as by using standard contractual clauses or obtaining your explicit consent.

Data Retention and Deletion

We will retain your personal data for as long as necessary to fulfil the purposes for which it was collected, unless a longer retention period is required by law. We will securely delete or anonymize your personal data when it's no longer needed.

Data Subject Rights

Under GDPR, you have the following rights over your personal data:

- Right of access: You can request access to your personal data.
- Right of rectification: You can request that we correct inaccurate or incomplete personal data.
- Right of erasure: You can request that we delete your personal data.
- Right of restriction: You can request that we restrict the processing of your personal data.
- Right of data portability: You can request that we transfer your personal data to another controller.
- Right to object: You can object to the processing of your personal data for certain purposes.
- Right to withdraw consent: You can withdraw your consent to the processing of your personal data at any time.

To exercise your rights, please contact us using the contact information provided below.

Security Measures

We have implemented appropriate technical and organizational measures to protect your personal data from unauthorized access, disclosure, alteration, or destruction. We regularly review and update our security measures to ensure the ongoing confidentiality, integrity, availability, and resilience of our processing systems and services.

Changes to This Privacy Policy

We may update this privacy policy from time to time to reflect changes in our practices or legal obligations. We will post the updated privacy policy on our website and notify you of any material changes.

Contact Us

If you have any questions, comments, or requests regarding this privacy policy or our data protection practices, please contact the DPO at ABCL:

Data Protection Officer (DPO): James Cullen, jamescullen@adeptbc.co.uk

Adept⁺

Building + Project Consultancy